



Life Guide Description of Job Outcomes

Position/Title: Life Guide Trainee (LGT), Life Guide 1 (LG1)

Department: Supported Living Services (SLS)

Reports to: Case Facilitator (CF)

Jobs Supervised: None

Hours of Work: To be assigned based on client needs

Position Description:

The Life Guide I (LG1) mission is to provide outstanding direct support to developmentally disabled adults in their home and community. The LGI will work as a team member to maintain individual program integrity and coordinate supports for the client in pursuit of ISP goals and a meaningful life.

Qualifications and Requirements:

1. Education and Experience:

- a. All new team members are Life Guide Trainee's (LGT) until completion of Compass Foundations.
- b. High School Diploma or equivalent
- c. One Year Experience providing care in a human service field, preferably experience with persons with developmental disabilities, one year work experience in related field
OR
- d. One year vocational school or college course work in human service field

2. Transportation:

- a. Valid California driver's license
 - i. Must have 3 years driving experience (outside of California or the USA qualifies)
- b. Clean driving record (DMV printout is required)
 - i. No major violations in last five (5) years (DUI, reckless driving, hit & run, excessive speed, etc.)
 - ii. No more than 3 minor moving violations and accidents in last three (3) years
- c. Current vehicle registration and use of a safe vehicle in good running condition during shift hours
- d. Valid automobile insurance for that vehicle and all passengers

3. Required Knowledge, Skills and Abilities:

- a. Knowledge of First Aid skills including CPR and home safety
- b. General knowledge of mental health
- c. Knowledge of personal healthcare practices and principles
- d. Knowledge of the elements of nutrition and meal planning
- e. Basic math skills to assist with budgeting and support of client need
- f. Knowledge of developmental disabilities and accompanying behaviors
- g. Knowledge of vulnerable adult reporting laws
- h. Skill in using appropriate lifting and transfer methods with clients
- i. Ability to accept and adapt to varying life styles and home environments
- j. Ability to follow oral and written directions
- k. Ability to retain confidentiality of home conditions and situations
- l. Ability to communicate effectively orally and in writing
- m. Ability to work under stressful conditions and to remain calm and objective
- n. Ability to establish and maintain effective working relationships with clients and co-workers

4. Other:

- a. Tuberculosis clearance screen
- b. Current CPR and First Aid certification
- c. Pass criminal background check through fingerprint clearance
- d. Pass Pre-Employment Drug Screen
- e. The willingness and ability to perform all the essential functions of the job
- f. The ability to work collaboratively with clients and co-workers and support team
- g. An employment record of punctuality, good work attendance and reliability
- h. You must provide an I-9, proof eligibility to work in the US

5. **Employment will be contingent upon passing drug and/or alcohol screen, and delivery of acceptable DMV report and fingerprint/DOJ background check.**

Essential Outcomes and Responsibilities: Partnership

1. **In shared responsibility with the client the LGI will assist the team to develop and maintain a successful program which achieves the client's social, emotional, spiritual, career and health related goals.**
 - a. Honor the personality, preferences, culture and gifts of people supported, including those who do not communicate in traditional ways
 - b. Assist client with essential lifestyle planning, developing and monitoring of goals. Provide input regarding the person's progress and needs. Help the client fulfill the short-term goals of the I.S.P., keeping the long-term goals in mind
 - c. Help the client's with understanding their options and choices and the possible consequences regarding lifestyle, physical health and emotional well-being and assist them in making informed choices
 - d. Attend Circle of Support gatherings to assist the client in maintaining an effective Circle of Support. Assist the client in following-up with Circle of Support members to maintain mutually beneficial and long lasting relationships
 - e. Assist clients to develop and maintain relationships
2. **The LGI will provide outstanding direct care to clients in their home and community in accordance with Title 17 regulations:**
 - a. Perform duties that include mentoring, teaching or direct provision of personal care, meal planning and preparation, feeding, restroom assistance, protective supervision, housekeeping, laundry, grocery shopping, medication assistance, training and habilitation, behavioral support and assistance with transportation or recreational activities and other personal care services outlined in the Client Orientation Checklist
 - b. Assist individuals supported to understand and express their rights and responsibilities and advocate on their behalf when appropriate
 - c. Research, develop, and maintain information to encourage community membership for the client and provide support during activities in the community
 - d. Assist in managing client budget/spending/finances
 - e. Maintain a working knowledge of client needs and duties necessary to assist them to meet and maintain their health, safety and well-being including prescribed exercises, and scheduling generic travel arrangements
 - f. Ensure that client takes self-administered medication
 - g. Attend and advocate at medical and non-medical appointments as directed by the CF or LG Pro
 - h. Support and guide the client in the choices they make regarding mobility, community access, learning new skills, scheduling, and requested job duties; assist with planning and/or finding activities that lead to community involvement and the development of a circle of support; provide companionship, guidance and supervision during such activities as outlined in the ISP
 - i. Perform all duties as specified by the client, the supervisor and as detailed in the I.S.P. and the Client Orientation Checklist
 - j. May provide companionship during regular activities around the home such as sharing meal times and evening relaxation times.
 - k. Look for ways to improve and promote quality of life for the individual
3. **The LGI will maintain client and staff safety in accordance with Compass, LLC policy, and state and federal regulations:**
 - a. Promote and protect client health and safety and emotional well-being during assigned hours of responsibility, using the emergency pager system when business office hours are closed
 - b. Assist in the overall maintenance of the client's home and general upkeep of adaptive equipment as assigned, reporting any damages to the property or needed repairs for safety purposes immediately to the supervisor, and abiding by all home rules, property agreements and equipment warranties
 - c. Be vigilant in identifying and reporting suspected abuse or any unusual incident as indicated in the Compass training manual within 24 hours to your supervisor; this may include, but is not limited to the following: any abuse, neglect, exploitation, decline in client's health, medication abuse or refusal, ability to successfully live in the community safely, willingness to receive services, or request for a new LG1
 - d. Perform all duties in a safe manner
 - e. Utilize Universal Precautions at all times and mentor clients to do so as well
 - f. Consistently address challenging behaviors proactively, respectfully, and by avoiding the use of aversive techniques
 - g. Use proper body mechanics when lifting; never lift, push or pull over 50 pounds without assistance
 - h. Report workplace safety issues, client injuries, client threats to staff or self, potential liabilities and worker injuries immediately to supervisor or Human Resources or emergency pager

- i. Maintain the client's individualized Emergency Assistance Plan (EAP), alert the supervisor if modifications necessary
- j. Safeguard and respect client confidentiality and privacy and the confidentiality of inter-agency related information

Essential Outcomes and Responsibilities: Communication

- 1. The LGI will represent the best interests of the people they support, including people who do not speak for themselves by finding alternative ways of understanding their needs.**
 - a. Know and respect the values of the people supported and facilitate their expression of choice related to those values
 - b. Communicate effectively with clients using their primary method of communication
 - c. Identify and communicate the need for equipment, therapies, and other support to LG Pro and/or CF
- 2. The LGI will meet requirements and exceed expectations in reporting and paperwork.**
 - a. Perform documentation according to policies and procedures stated in the training manual, including, but not limited to the following: daily progress notes, medication assistance and medical log forms; report any change in the client's mental, physical or emotional condition to supervisor
 - b. Attend interdisciplinary team meetings, agency team meetings and all other meetings and training sessions as directed by the administration, completing Compass training curriculum and other trainings as prescribed by administration
 - c. Cooperate with other in-home services, such as home health providers, physical therapists, home maintenance persons, natural supports, etc.
 - d. Complete and submit Time-Off Requests, Shift Exchanges, Time Sheets, In Home Support Service paperwork, mileage and other compensation reports in a timely manner. Notify and obtain approval from supervisor for any changes in schedule
 - e. Abide by all agency policies and procedures as indicated in the Employee Handbook, memorandums issued by company managers and Employee Training Manual

Essential Outcomes and Responsibilities: Leadership

- 1. The LGI will develop a relationship with the people they support that is respectful and based on mutual trust and that maintains professional boundaries.**
 - a. The LGI will promote and practice justice, fairness and equity for the people they support
 - b. See the potential for clients to direct the course of their own life as much as possible and support the process
- 2. The LGI will generate positive goodwill by professional behavior with all stakeholders.**
 - a. The LGI will serve as an ambassador of Compass culture, values, mission and vision
 - b. The LGI will communicate with honor to all Compass stakeholders
 - c. As a representative of Compass, the LGI's physical appearance must project a quality of professionalism
 - d. Must meet and maintain company standards for job performance and behavior

Essential Outcomes and Responsibilities: Growth

- 1. The LGI will continue to grow and develop as a professional and assist Compass with its development.**
 - a. Attend trainings and development workshops as available
 - b. Maintain knowledge of personal health-care practices and principles to include:
 - i. Knowledge of the principles of home management
 - ii. Knowledge of the elements of nutrition and meal planning
 - iii. Knowledge of developmental disabilities and accompanying behavior changes
 - iv. Knowledge of the emotional problems accompanying illness
- 2. Other duties as assigned by supervisors**

Tools and Equipment Used:

Cell phones, computers, tablets, automobiles, Hoyer lifts, walkers, wheelchairs, gait belt, adaptive equipment and general household machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, talk and hear. Employee must be able to read and write. The employee is regularly required to stand, walk, and use their hands and arms to operate, handle or feel objects, tools or controls. The employee will reach with arms and hands. Occasionally the employee is required to climb, bend, stoop and/or crawl. Specific vision abilities required by this job include close, distant, color distinction, night vision and the ability to adjust focus. The employee must be able to safely drive and operate a vehicle.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a combination of both the office and the client's homes. When out of the office the employee may be subject to adverse weather such as hot and wet and/or humid in the summers and cold and wet in the other seasons. The noise level can range from moderately quiet in the office to loud and noisy in the field. The employee occasionally may be exposed to contagious diseases and parasites and/or potentially violent individuals or domestic animals.

General Statement:

Applicants for appointment to this position will be required to submit a formal application and may be subject to rating of education and experience, oral interview and/or reference check. Job related tests may be required of any applicant. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.